

100

Amendment(s) not signed by approving authority. Claim processed w/o changes from amendment.

101

Member was married en route need amendment authorizing dependent travel.

102

Need amendment authorizing additional members born after orders issued.

103

Member needs to submit dependent travel.

104

Need amendment authorizing excess baggage.

105

Orders do not specify specific entitlements indicating orders are silent. Per Diem & Lodging reimbursed as CM. All other entitlements must be approved with an amendment.

106

Incomplete itinerary, only reimbursable expenses paid.

107

Member attending REBI. No per diem allowance authorized. Only paid travel allowances.

200

Lodging taxes must be listed separately in block 18.

201

Dual lodging must be authorized on orders.

202

Quarters were directed.

203

Lodging nights exceed dates on orders and not reimbursed.

204

Nightly lodging not requested on itinerary in block 15E.

205

Lodging must have an itemized receipt - For reimbursement of hotel expenses you must provide an itemized receipt(s). If your receipt is lost, destroyed, or impractical to obtain, you must provide a statement explaining the circumstances why receipt was not enclosed. Included in this statement, provide the name and address of the lodging facility, the date lodging was obtained, whether others shared the room and the cost incurred. IAW JFTR U2510.

206

Lodging exceeded maximum daily rate - Your daily lodging rate exceeded the rate allowed by the JFTR. You have been reimbursed the maximum lodging rate for your TDY area. To receive your total lodging cost you must receive an authorization for actual expense. Actual Expense Allowance (AEA) must be authorized on travel orders or amendments by order issuing officials to receive payment of expenses, which exceed the maximum per diem rate. IAW JFTR U4210. Actual Expense is to be used on a case by case basis and can only be placed on blanket orders as a separate endorsement indicating the location, date, and duration for Actual Expense IAW JFTR U4200

207

Only entitled to one-half of daily cost - Your lodging receipt shows a charge for double occupancy. Your entitlement is half of the double occupancy charge unless the other person occupying the room is not under orders. If the person occupying the room is not under orders you are authorized the single room rate. Member must supply the single room rate. IAW JFTR 4129-D.

208

TDY Lodging exceeds the daily room cost. Receipts and/or claim appear to identify that dependents accompanied the member TDY. When dependents are not traveling at Government expense, the member is entitled to the single room rate. IAW JFTR U 4139. Member must supply the single room rate IAW U4129-D.

209

Lodging tax - Your lodging tax reimbursement has been reduced to a tax based on the maximum lodging rate for your area IAW JFTR U4520-A5.

210

Temporary lodging expense/allowance - TLA could not be reimbursed, TLA is paid through your OCONUS housing office. IAW JFTR U9201.B.1 TLE is not payable during days in which per diem is paid. IAW JFTR U5705.A. Five days TLE is authorized in connection with a PCS to an OCONUS PDS (split between old PDS and designated place as the member desires) IAW JFTR U5710.A. When claiming TLE and staying with friends or family, the name and address of the individual is required. IAW JFTR U5714.3 (NOTE). There is no TLE entitlement when leaving active duty IAW JFTR U5705.C.

300

Orders cancelled - Advance was liquidated.

301

Non-travel related items will not be paid - Item(s) is(are) not a travel related expense and is not reimbursable through PSC travel. You should seek reimbursement through your unit supply officer or unit comptroller following accepted procurement practices.

302

Receipts - Your item(s) could not be reimbursed. Receipts are required for expenses of \$75 or more and for transportation expenses. If a required receipt is missing you must provide a statement explaining why a receipt could not be obtained. If the item has been combined with other items you must claim each item separately IAW JFTR U2510-B.

303

Receipt items not requested on claim were not reimbursed.

304

Member is OBLIGATED to exercise prudence. IAW JFTR U 2010

400

Medical travel - Medical attendant(s) are paid full per diem vice actual expenses. IAW JFTR U7554.

401

Reduced per diem - Your TDY per diem has been paid at the REDUCED RATE as established by COMDT (WPM-2) IAW JFTR U-4177.

402

While on leave mbr not entitled to per diem. If lodging is based on a long term basis and prudent, then lodging was adjusted upwards for days mbr was entitled to per diem, NTE max daily lodging. JFTR U-4141

403

Local travel - A member is not entitled to per diem for TDY performed entirely within 12 hours JFTR U-4102-F. Occasional meals may be reimbursed under JFTR U-4510.

404

Proportional per diem or Government Meal Rates can't be directed on orders when lodging location is different than the TDY site. Authorized/paid full M&IE

IAW JFTR U 4149/U 4151.

405

Actual expense for meals must be authorized - Actual Expense Allowance (AEA) must be authorized on travel orders or amendments by order issuing officials to receive payment of expenses, which exceed the maximum per diem rate. JFTR U4210. Dependents are entitled to Actual Expense Allowance (AEA) when they are the patient. AEA is authorized not to exceed the per diem rate prescribed for the area concerned JFTR U-5240-C-.3.

406

Travel was more than 12 hours but less than 24 hours. Prorated per diem paid JFTR U-4159.

407

Traveler was on sea duty, per diem not authorized.

408

Mbr was at "A" school or "OCS" only incidentals were reimbursed.

410

Mbr paid proportional per diem.

411

Authorized commercial messing - Messing cannot be divided between weekdays & weekends. If one is CM then all days are deemed CM.

412

Wrong departure/arrival date - Claim has been reconstructed.

413

Meals paid by purchase order (PO), only incidentals were paid.

414

Mbr was on field duty - No per diem authorized.

415

Mbr not entitled payment when with in the vicinity of PDS.

416

Mbr must request 25 percent of M&IE for first or last day in reimbursables.

417

1351-3 Required for dependent or actual expense claims

418

Can't pay 25 percent per diem on first or last day unless on continuous travel.

419

Member not entitled to the Incidentals portion of per diem allowance. Members who have not arrived at their first Permanent Duty Station are not authorized incidental expenses. JFTR U-7125-B

500

Not authorized telephone - Reimbursement for personal/official telephone charges must be authorized on your travel orders and approved by the Order Issuing Authority. (Military must have a specific daily amount authorized)  
JFTR U-4505

501

Tips must be itemized - The PSC ACO has determined the "customary" amount allowed for skycap to be \$1/bag, limit 4 bags/airport visit when bags are checked. JFTR U3605. Tips for taxis and limos are reimbursable NTE 15% of each taxi fare. JFTR U3410.B. Tips to train attendants are reimbursable up to \$1/calendar day. JFTR U3135.E. Tips to drivers provided by the hotel may be reimbursed up to \$1/one-way trip. JFTR U3430.B. Other fees and tips are covered in the incidental portion of your per diem FTR 301-

7.3(c)(3)(i).(civilian

only) (does not apply if civilian is disabled or carrying govt. equip.) See Appendix

A (per diem) of the JFTR (military) or 301-7.3(c)(3)(i) of the FTR (civilian).

502

Not authorized laundry - Military mbrs must have 7 consecutive nights of TDY & civilians must have 4 consecutive nights of TDY. If Mbr is OCONUS then laundry expense is included in the incidental portion of your per diem. JFTR U-4520

503

Excess baggage must be authorized on orders - Your request for excess baggage expenses could not be reimbursed. Excess baggage must be authorized and approved by the order issuing authority on your travel orders or amendments. JFTR U-3015. On PCS claims, excess baggage that includes HHG items is considered to be a transportation issue, these items must be claimed through FINCEN.

504

Not authorized fuel costs while in Govt auto or w/o rental car.

505

Item(s) not reimbursable w/o amendment.

506

Not authorized conference fees.

507

Luggage cart not reimbursable.

508

Tolls not authorized when traveling as a passenger in a vehicle or while on leave.

509

Not authorized parking when traveling as a passenger in a vehicle or while on leave.

510

Postal fees for HHG is a transportation issue and must be submitted to FINCEN.

511

DITY moves are processed through FINCEN.

512

TLA reimbursement is through FINCEN.

513

Orders do not authorize DLA.

514

TLE is authorized at old or new pds not en route. IAW JFTR U5705

515

Member's assigned govt quarters are not authorized DLA. JFTR U-5610-B

516

TLE not reimbursable going to A school.

517

Single members are not authorized DLA upon completion of boot camp.

JFTR U-5630-C

518

Reimbursement for auto repairs is the responsibility of the owner/operator.

JFTR U-3305-B-NOTE

519

ATM fees are in an excessive amount for the number of days traveled. ATM fees adjusted as appropriate. JFTR U-2010 / U-4520

520

DLA when separating/retiring not reimbursable. JFTR U-5630

600

Rental car not authorized on orders.

601

Block 16 must be marked for reimbursement of POV mileage - To be reimbursed for mileage, you need to indicate if you were the owner/operator or passenger.

JFTR U-3305-A

602

Block 16 was marked as passenger and mileage was claimed. Only the owner/operator is reimbursed auto mileage. JFTR U-3305-A

603

GTR has been determined to be more cost effective than actual mileage & additional travel days.

604

Orders state that POV authorized NTE the cost of the GTR, the GTR cost must be stated on the orders to determine which mode of travel is most cost effective before any mode of travel will be reimbursed. See PSC message 072155Z DEC 01, message may be viewed on the PSC Travel web page at <http://cgweb.uscg.mil/g-w/hrsic/tvl.htm>. Message subject is TRAVEL CLAIM PROCESSING IMPROVEMENT

605

Airfare receipt must show the first 6 digits of CC number or have a signed statement - To be reimbursed for your flight costs, a copy of the airline ticket

showing the form of payment or a statement indicating who paid for the airfare and the cost must be submitted. IAW JFTR-U2500.B.3. The receipt that you provided only indicated the cost of the airfare. The signed statement must certify all information that would be shown on an airline ticket.

606

GTR/GTA airfare is not a reimbursable expense.

607

Airfare service charges must be claimed as a reimbursable item.

608

Not authorized airfare on orders.

609

Rental vehicle upgraded but not authorized - Reimbursement for your rental car has been reduced to the cost of a Compact/Economy size car vice an upgraded car as indicated on your receipt. If the cost was not indicated on your receipt you were not reimbursed for the rental expense. Your orders do not authorize an upgrade as mission essential. JFTR U-3415-B

610

Additional insurance on rental car not authorized. JFTR U-3415-C-2

611

Local travel / Taxi not authorized - Local mileage/travel in/around TDY site must be authorized on your orders for payment. JFTR U-3510

612

POC/POV not authorized on orders.

613

When shipping POV mbr is only entitled to the reimbursement mileage equaling one round trip. IAW JFTR U5413

614

Ferry tickets paid with purchase order/GTA account, ferry costs not reimbursable

615

MBR's entitlements did not fully liquidate advances, resulting in a negative balance. Advances exceed member's entitlements.

616

Airfare reimbursement not authorized. Member's orders authorize FAILURE TO USE government transportation would result in zero travel entitlement.

617

Taxi while on leave not reimbursable.

618

Airfare needs to be claimed in block 18 on DD form 1351-2.

619

Need proof of payment for the Alaska Marine Highway. (White cards).

620

Rental cars only reimbursable when IAW JFTR U5461

621

Airfare reimbursed at cost of GTR.

622

Member serves less than prescribe period of service.. IAW JFTR U-5125-A-5 Member authorized transportation in kind (no per diem) by least expensive transportation mode available.